



Evacuation & Lockdown Policy

Revised: 2011

Due for Review: 2016

GENERAL EVACUATION PROCEDURE

Warning will be given as follows:

- The school bell will be rung to draw attention
and
- Classes informed via classroom intercom (or megaphone in event of a power failure)

Words spoken over intercom will be:

EVACUATION BIRRINE Assembly Area, Birrine Gardens (keep gates clear)

or

EVACUATION CHURCH Church Block behind Year 1

or

EVACUATION OVAL Oval

IF AT RECESS OR LUNCH: Bell & Intercom / Megaphone Announcement



BOMB EVACUATION PROCEDURE

Should a suspicious object be found, the **GOLDEN RULES ARE:**

- Do not touch
- Clear people away from the immediate area, change evacuation route
- Secure the area
- Inform the emergency co-ordinator (Usually Assistant Principal Admin)
- Inform police

GENERAL RULES FOR ALL EVACUATIONS

1. Teachers with children (teachers leave last) will vacate the room in an orderly manner and follow the shortest possible route to the Evacuation Area. Teachers will need to take the attendance register in order to check children once they are in the designated assembly area. (Refer to Map). Teachers will also need to take their keys for gates.
2. Class Teachers must ensure evacuation route is safe and free of suspicious objects.
3. It is the responsibility of teachers conducting ICT, Music, Sport, Italian, Literacy Support or any other planned activities, to follow the same procedures as above, and to take the children in their care directly to the designated assembly area. Specialist teachers must take children to designated safe area and the class teacher will get the Register.
3. Teachers outside with class must go immediately to assembly area. ***Do not return to class for register.***
5. All school personnel will follow the same procedure. This includes canteen staff, parent helpers, psychologists and office staff.
6. The Office staff and Leadership Team will be responsible for checking all the rooms in the Administration Block (including the toilets) and will then proceed to the designated assembly area. The school's Office Staff will contact the emergency services, collect the First Aid equipment, Students' Sign Out Book and Class Lists. The Principal will be responsible for checking the children's toilets and the Library.



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7. Staff who have organised visitors to their rooms are responsible for assisting them to the designated assembly area should an evacuation take place. Any other visitors will be the responsibility of the Office staff and Administration Team.
8. A head count - calling all children by name - is taken immediately on arrival at the designated assembly area. On no account is the teacher to leave the children in his/her care and return to the school looking for missing children - this will be done by the Leadership Team.
9. Once the school has been secured and safe, instructions will be given to each teacher to return with the children to the classroom.
10. PLEASE NOTE: On no account are fires to be fought. First responsibility is to **safely evacuate all children in your care.**
11. Please ensure that the school gates are kept clear to enable vehicular entry.

The main concern of each classroom teacher is primarily the safety of the children.

LOCKDOWN PROCEDURE

Warning will be given as follows:

- The school bell will be rung to draw attention and
- Classes informed via classroom intercom (or megaphone in event of a power failure)

GENERAL RULES FOR LOCKDOWN

- All staff and students are to remain in whichever classroom they are in.
- Students and staff who are outside of their classroom are to proceed to the nearest safe room.
- Doors need to be locked.
- Blinds should be closed.
- Students to continue working quietly until the all clear announcement is given via the intercom system/megaphone.